Interagency Committee for **OUTDOOR RECREATION**

NOVA PROGRAM

Off-Road Vehicle Projects

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JANUARY 28, 2003

IAC's Mission

…Is to foster the protection and enhancement of Washington's natural and outdoor recreation resources for current and future generations. We do this through funding, technical assistance, research and policy development, coordination, advocacy, and encouraging long-term stewardship. Our service reflects a commitment to public participation, openness, fairness, and efficiency.

OFF-ROAD VEHICLE PROJECTS

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SECTION 1 – PROGRAM OVERVIEW

ABOUT IAC

IAC (Interagency Committee for Outdoor Recreation) was created in 1964 by a vote of the citizens of the state of Washington. This Executive branch state agency consists of five citizen members appointed by the Governor, and the Directors (or designees) of the Department of Fish and Wildlife, the Department of Natural Resources, and the State Parks and Recreation Commission. IAC's staff consists of a Director appointed by the Governor and others engaged in administrative, planning, and project functions. IAC is a planning and granting agency and does not operate facilities. Grant funds are available for general park and recreation, boating, trails, habitat conservation, off-road vehicle, and shooting/archery range purposes.

INFORMATION SOURCES

IAC encourages anyone interested in its programs to contact its staff at:

Natural Resources Building   Voice: (360) 902-3000
1111 Washington Street, Floor 2 East FAX: (360) 902-3026
P.O. Box 40917   TDD: (360) 902-1996
Olympia, WA 98504-0917   E-mail: info@iac.wa.gov
                                      http://www.iac.wa.gov/

Workshops

IAC conducts workshops annually to provide information about its funding programs. These workshops are typically held in the spring of each year in several state locations. Schedules are finalized in early January. Call for information about dates and locations.

Facility managers certify all IAC meeting sites as barrier free according to federal *Americans With Disabilities Act* or WAC 51.30.1100 standards. To request other disability accommodations contact IAC at least 14 days before the event.

Related Publications

Related IAC program manuals include:

- *Planning Policies - #2*
- *Acquiring Land - #3*
- *Development Projects: Policies - #4*
- *Application Instructions, Forms - #5n*
- *Funded Projects: Policies and the Project Agreement - #7*
- *Reimbursements: IAC Grant Programs - #8*
- *NOVA Program: Nonhighway Road Projects - #12*
- *NOVA Program: Education/Enforcement - #13.*

In addition, WAC 286-04, 286-06, 286-13, and 286-26 establish administrative rules for the NOVA Program.

Contact IAC, or visit our web site (above), to obtain copies of these free publications. Each can be made available in an alternative format.

MANUAL SCOPE

This manual provides information on the Off-Road Vehicle (ORV) element of IAC's Nonhighway and Off-Road Vehicle Activities (NOVA) Program. It supports such activities as motorcycling and riding all-terrain (ATVs – quads, etc.) and four-wheel drive vehicles on trails and in designated competition sport parks. Acquisition, development, maintenance, and planning projects are discussed. This manual will provide the reader with a basic understanding of:

‣ Program requirements
‣ Eligibility
‣ Project review and evaluation criteria.

THE NOVA PROGRAM

In 1972, the legislature set aside one percent of the gasoline fuel excise tax to provide funding for the NOVA Program (Chapter 46.09 RCW – *Revised Code of Washington*, laws enacted by the state legislature). This legislation was amended in 1986 to provide a specific distribution of funds available to IAC. A second, although much smaller, source of funding for this program comes from ORV registration tag fees.

By law, funds made available to IAC under Chapter 46.09 RCW are divided as follows:

‣ 60% for ORV recreation
‣ 20% for NHR recreation
‣ 20% for ORV E&E Programs.

The terms ORV and Nonhighway Road (NHR) are defined in Chapter 46.09 RCW. An ORV refers to any vehicle when used for cross-country travel in areas normally considered inaccessible to regular highway vehicles. An NHR is a road that: 1) has a permanent public easement and, 2) has not been built or maintained with motor vehicle funds.

ORV GRANTS

ORV grants are intended to allow various user groups and agencies to provide quality opportunities for ORV recreationists—opportunities that satisfy user needs, are environmentally responsible, and minimize conflict between user groups.

To assist eligible agencies in meeting the goals of the ORV program, IAC offers grants on a regular basis. Grant application forms and instructions may be found in IAC Manual 5n, *Application Instructions, Forms*.

NOVA PLAN   The *2002 NOVA Plan* establishes policies and priorities for the NOVA grant-in-aid program. Applicants are encouraged to review the *Plan* to become familiar with these policies and priorities. Copies of the *Plan* are available from IAC.

The following policies apply specifically to ORV capital and maintenance grants. IAC shall:

Policy C-1   *Encourage a motorized primary management objective designation (motorcycle, ATV, 4x4, etc.) on trails receiving ORV funding.*

Policy C-2   *Encourage projects convenient to population centers.*

Policy C-3   *Encourage non-government contributions.*

Policy C-4   *Encourage an increased level of volunteer participation in projects.*

Policy C-5   *Encourage projects that have design considerations that minimize the need for ongoing maintenance.*

Policy C-6   *When reconstructing ORV trails, encourage projects that correct environmental problems, retain trail difficulty and user experiences, and minimize user displacement.*

Policy C-7   *Require general plans and completion of applicant-required processes before the IAC board funding meeting.*

Policy C-8   *Require completion of applicant required environmental processes before the IAC board funding meeting.*

Policy C-9   *Require a lease period of at least 25 years for projects acquiring leases.*

Policy C-10   *Evaluate ORV acquisition, development, M&O, and planning projects on a head-to-head basis. IAC's target is to distribute:*
  ‣ *40% to M&O projects;*
  ‣ *40% to acquisition, development, and/or planning projects; and*
  ‣ *20% based on the remaining highest ranked projects.*

Policy C-11   *Fund ORV M&O projects for up to two consecutive years.*

Policy C-12   *The grant ceiling for individual ORV M&O projects is $200,000 per each two year period. Only the three sport parks previously assisted by IAC (Thurston Co., City of Richland, Spokane Co.) will be considered for funding.*

Policy C-13   *Require M&O applicants to provide project goal and objective information as part of the application process. Encourage applicants to provide demand and need information as a part of the evaluation process.*

Policy C-14   *Find appropriate ORV sites through the initiative of land managers.*

The evaluation questions found later in this manual endeavor to select proposals that foster these policies.

PLANNING REQUIREMENTS

At least three months before the NOVA program's funding meeting, all ORV applicants must have established IAC planning eligibility. For further information, consult Manual 2, *Planning Policies* and WAC 286-26-080.

Plans accepted by IAC establish eligibility for up to six years. A revised plan may be used in subsequent years to re-establish eligibility. It is the applicant's responsibility to ensure that plans and documents are current.

In summary, and at minimum, the plan must include:

1. Goals and objectives. Goals define desired outcomes in broad, long range statements of intent. Objectives, on the other hand, are measurable and describe specific actions aimed at achieving each goal. Objectives help a reader know when a goal has been attained.

2. Description of current conditions. Include a description of agency authorities, the physical setting, and sphere of influence or service area. Include recreational use information and an evaluation of existing opportunities, including opportunities that are managed by agencies other than the applicant.

3. Demand and need. Include an explanation of why actions are necessary and establishment of priorities for these actions.

4. Public involvement. Include a description of how the planning process gave the public ample opportunity to be involved in development of the plan.

5. Capital improvement program. Include a current capital improvement program that covers a period of at least six years. E/E and M/O applicants will list future capital equipment acquisitions.

6. Official approval. Provide evidence that the document has been approved by the authority most appropriate to the plan's scope. A dated and adopted resolution, ordinance, or other document must accompany the plan to show official approval. For example, a city or countywide plan must be approved at the council or commission level. Plans with a different scope will be approved by department heads, district rangers, regional managers/supervisors, etc., as determined by the applicant.

An applicant seeking a grant for developing a plan must also first establish planning eligibility. This may be done in one of two ways: The first is to submit a plan(s) or other document(s) that establishes the need for further plans or studies. The second way works well when the intent is to do a feasibility study or other planning application not adequately supported in another document. In such cases, the applicant may complete the six requirements noted above (goals, objectives, description of conditions, etc.) to describe:

- The area which is to be studied or needs planning
- Recreational use patterns in the affected area, including use conflicts or unacceptable user behavior
- Public demand
- Records of public involvement such as mailings, media presentations, public meetings, workshops, or other forums for public comment
- The authority for accomplishing this planning.

SECTION 2 – ELIGIBILITY

ELIGIBLE APPLICANTS   By law, the following are eligible to participate in the ORV Program:

- Cities
- Counties
- State Agencies
- Federal Agencies
- Native American Tribes.

Under certain conditions, IAC may also grant funds to a nonprofit ORV (Off-Road Vehicle) organization project applicant. A nonprofit ORV organization may seek grant funds for an eligible project or activity that benefits ORV recreation on lands once publicly owned that comes into private ownership in a federally approved land exchange completed between January 1, 1998 and January 1, 2005. [RCW 46.09.240(1)]

Certain municipal corporations, such as port districts, park and recreation districts, public utility districts, etc., may be eligible if they can demonstrate legal authorization to develop and maintain recreational facilities.

ELIGIBLE ORV PROJECTS   The following sections list projects and costs eligible for funding. Projects assisted with ORV funds are generally divided into four categories:

- Planning Activities
- Land Acquisition Projects
- Development Projects
- Maintenance and Operation Projects.

Eligible Planning Activities: include all phases of planning for an ORV project. A NOVA-supported planning project may include one or all of the following elements:

1. Comprehensive plans
2. Construction drawings
3. Environmental assessments
4. Feasibility and preconstruction studies
5. Route surveys and reconnaissance
6. Site master plans.

Eligible Land Acquisition: includes purchase in fee title, or lesser interests such as leases and easements. Rules for land acquisition projects may be found in IAC Manual #3 – *Acquiring Land*. NOVA funds shall not be used for land acquisition by federal agencies. IAC requires a lease period of at least 25 years for projects acquiring leases.

Eligible Developments: project policies may be found in Manual 4, *Development Projects: Policies*. Activities may include:

1. Access roads, parking, trails, and trailheads
2. Sanitary facilities including sewer systems and other related utilities that meet applicable local and state health requirements
3. Route signing and informational bulletin boards
4. Picnic and camping areas

5. Utilities, including water, electric, and phone service

6. Extensive renovation or the redevelopment of existing improvements when–
    ▷ They have deteriorated to the point where their usefulness is impaired (although not because of inadequate maintenance) and/or
    ▷ When the facility has become outmoded

7. Sports park facilities including, but not limited to, motocross tracks, sand drag strips, four-wheel drive competitive and play facilities, spectator facilities, concession buildings, and park administration and maintenance facilities

8. Employee residences - the construction of residences for employees directly involved in the operation and maintenance of an IAC assisted project provided that–
    ▷ The residence will help assure increased public service and protection of park facilities.
    ▷ The employee assigned to or using the residence must normally be available in the park on a 24-hour basis during the season the park is open. The employee must be assigned to ORV facilities and activities at least 75 percent of his or her time.
    ▷ The park residence is one component of a comprehensive park development
    ▷ The residence or improvements must be permanent at this site.

Eligible Maintenance and Operation (M&O): may be performed on these facility types:

1. Open riding areas
2. Trails
3. Trailheads, day-use areas, and campgrounds
4. Sports parks and intensive use areas
5. Support structures and facilities.

M&O of facilities open to both motorized and nonmotorized use is also eligible, provided that the primary management objective of the facility is clearly motorized ORV recreation.

INELIGIBLE ORV PROJECTS

By category, projects ineligible for ORV funding include:

Ineligible Planning Projects

1. Projects containing cost elements designed to produce planning information on items ineligible for ORV acquisition or development funding.

2. Plans unlikely to lead to future ORV facilities.

3. Plans for private ORV facilities or for facilities on which the general public use would be prohibited.

Ineligible Acquisition and Development Projects

1. Acquisition of lands under existing ownership of the applicant.

2. Acquisition of land to be used for any activity not eligible for ORV development funding.

3. Acquisition of lands with revenue producing potential where the cost of acquisition could be financed completely through revenue accruing to the project.

4. Acquisition of property interests for a period of less than 25 years.

5. Development of areas to be used primarily for semi-professional or professional activities on a commercial basis.

6. Development of commercial facilities such as "go-cart" tracks and amusement facilities, even when these elements are part of a larger ORV project.

7. Development on property to be acquired on a conditional sales contract unless the applicant holds the deed to the property.

8. Development on property acquired with conflicting reversionary clauses within the deeds, or with clauses that significantly affect public recreation use of the property.

9. Development on property on which IAC staff or the project applicant anticipates future unacceptable or immitigable impacts to the ORV project as part of an ongoing land management program by the project applicant.

Ineligible Maintenance Projects

Maintenance of facilities not made available primarily for ORV use are *not* eligible for funding.

ELIGIBLE ORV COSTS   The following identifies, by category, project costs *eligible* for reimbursement under the ORV program.

Eligible Planning Costs (must be *directly* related to the planning activity)

1. Communications
2. Permits
3. Professional services
4. Rentals & Leases
5. Sales tax
6. Staff salaries/benefits
7. Supplies (office, etc.)
8. Transportation/travel.

Eligible Acquisition/Development Costs

1. Land acquisition costs and certain incidental costs as outlined in Manual #3, *Acquiring Land.*

2. Architectural and engineering (information about reimbursement ceilings is in IAC policy Manuals 3 [*Acquiring Land*] and 4 [*Development Projects: Policies*]).

3. Buildings and structures (including administrative, maintenance, registration, residence, storage, well house).

4. Campgrounds (including electric, water, waste disposal, group camps).

5. Fencing and gates (including barrier rocks and bollards).

6. Landscaping (including irrigation, trees, shrubs, etc.).

7. Lighting (including security, parking and roads, etc.).

8. ORV tracks (including hill climbs, motocross, four-wheel drive, etc.).

9. Park amenities and furniture (including coin operated phones, spectator seating, water & drinking fountains, benches, flag poles, stoves, tables, etc.).

10. Parking (including curbs, oil/water separators, surfacing, loading ramps, wheel stops, etc.).

11. Permits.

12. Restrooms (including composting, flush, portable, showers, vault, etc.).

13. Roads (including guard rails, surfacing, striping, etc.).

14. Shelters (including interpretive, kiosks, picnic, etc.).

15. Signing (including boundary, interpretive, regulatory, directional, etc.).

16. Site preparation and demolition (including clearing, erosion control, fill grading, etc.).

17. Trails (including retaining walls, switchbacks, bridges, culverts, puncheon, revegetation, trestle conversion, turnpike, waterbars, etc.).

18. Utilities (including catch basins, phone service, power, waste systems, etc.).

19. Viewpoints.

Eligible Maintenance and Operation Costs.

1. Capital outlays
2. Communications
3. Insurance
4. Rentals & Leases
5. Salaries and Benefits
6. Sales tax
7. Signing
8. Supplies
9. Transportation/travel
10. Utility Service.

INELIGIBLE COSTS   The following are ineligible for reimbursement or for use as a sponsor's matching share:

1. Administrative costs such as supervision of field personnel, accounting, clerical and other operating overhead.
2. Purchase of capital equipment such as computers for planning or study projects.
3. Costs for elements not included in Project Agreement.
4. Costs in excess of those in IAC Project Agreement unless approved by IAC.
5. Ceremonial or entertainment expenses.
6. Charges in excess of the lowest acceptable bid when competitive bidding is required, unless IAC's Director agrees prior to the award of a contract to the higher costs.
7. Charges for deficits, debts, or overdrafts.
8. Interest expenses.
9. Costs incurred before execution of the Project Agreement, *except for eligible* preliminary expenses to complete an application for assistance.
10. Costs of discounts not taken.
11. Damage judgments arising out of acquisition, construction, or equipping of a facility, whether determined by judicial decision, arbitration, or otherwise.
12. The unsubstantiated value of materials contributed without cost to the project applicant.
13. Fines and penalties.
14. Losses arising from uncollectible accounts and other claims, and related costs.
15. Charges incurred that are contrary to IAC policy, the applying agency, or rules, regulations, and laws applicable to either IAC or the applying agency.
16. Costs associated with securing NOVA grants and travel expenses including per diem for attending IAC project review, evaluation, and funding meetings.

SECTION 3 – OTHER POLICIES

PHASED PROJECTS Phased, or staged, projects are subject to the following:

1. Approval of any single stage is limited to that stage, no endorsement or approval is given or implied toward future stages.

2. Applicants may submit only one stage per funding session.

3. Each stage must stand on its merits as a viable project

4. Each stage must be submitted as a separate application

5. Progress on earlier stages is considered by IAC when making decisions on current applications.

CONTROL & TENURE The applicant must have title to or adequate control and tenure of the area to be developed. See IAC Manual 5n, *Application Instructions, Forms*, for more information.

Applicants must list in the application all outstanding rights or interests held by others in the property to be developed. In the event that outstanding rights should later prove to be non-compatible with public outdoor recreation use of the site, the applicant assumes the responsibility for having to replace the facilities developed with ORV funds with other facilities of at least equal value and reasonable equivalent usefulness and location at the sole cost of the applicant.

The following stipulations must be satisfied when development is proposed on leased property:

‣ The time remaining on the lease must be for a period of at least 25 years

‣ The lease cannot be revocable at will by the lessor;

‣ The applicant must provide evidence that the proposed development and its intended uses are consistent with and legally permissible under the conditions of the lease.

FUND ASSISTANCE & NON-GOVERNMENT CONTRIBUTIONS Grants up to 100 percent of the total project cost are allowed. IAC's maximum reimbursement to a single ORV M&O project is $200,000 per two year grant – $100,000 for a one year grant. There is no similar ceiling for planning, land acquisition, or development grants. However, IAC encourages applicants to phase larger projects in stages.

Applicant matching shares are encouraged. To qualify, a match must be composed of element(s) that would otherwise be eligible for a grant in this program.

See Manual 5n, *Application Instructions, Forms, NOVA,* for more information on valuing donations. Examples of an eligible sponsor match include:

‣ Appropriations or cash
‣ Bonds
‣ Corrections labor

‣ Donations of land, labor, equipment, and/or materials
‣ Force account labor, equipment, and/or materials
‣ Grants – except those awarded by IAC.

For purposes of the project evaluation criteria found later in this manual, project scores are weighted to reward projects that include a matching share made up of *non-government (volunteer) contributions.*

Funding assistance will be provided only to increase capacity and supplement existing staff and may not be used to replace existing budget items. (WAC 286-13-080)

AMERICANS WITH DISABILITIES ACT

Sponsors must ensure that all facilities developed with IAC funds meet barrier-free standards when applicable. Several laws and codes provide construction designs to meet these standards (Americans With Disabilities Act, State Building Code: Accessibility, Rehabilitation Act of 1973, etc.). Program facilities not covered by these laws and codes are not exempt from barrier-free access. Sponsors must, to the highest degree reasonable, make project elements accessible. To this end, applicants should refer to IAC's "Universal, Barrier-Free Access" policy in Manual 4, *Development Projects: Policies.*

Plans, project applications, cost estimates, and construction drawings must reflect compliance with facility access and signing requirements.

RECORD RETAINAGE & AUDIT

All records relevant to IAC-funded projects must be on file with the applicant and are subject to audit by the State and inspection by IAC. If the auditor's inspection of the records discloses any charges incorrectly claimed and reimbursed, cash restitution of the incorrect amount(s) must be made to IAC.

CONVERSION OF USE

Except as may otherwise be provided in the Project Agreement, the conversion policies and procedures described in Manual #7, *Funded Projects: Policies*, apply to the ORV program.

FEES & INCOME

User or other fees may be charged for areas and facilities acquired and/or developed with ORV grants. See IAC Manuals 4 (*Development Projects: Policies*), 7 (*Funded Projects*), and WAC 286-13-110 for further information.

PUBLIC NOTICE REQUIREMENTS

All state, federal, and local agencies applying for NOVA Program development and/or land acquisition funds must conduct a public hearing before the program's Technical Completion Deadline. The hearing must be in the nearest town of five hundred population or more nearest to the project site. Applicants for planning projects do not need to conduct a hearing. Additionally, applicants should take steps to ensure that all interested parties outside of the minimum legal notice area are also informed about the project before making application to IAC. See *Application Instructions, Forms* Manual #5n for more information.

IAC is not a hearings agency before whom land use issues will be considered or decided. See IAC's *NOVA Plan* policies C-14 and D14 ("Land Managers Choose Sites") for further information.

EQUIPMENT MANAGEMENT

Sponsors must maintain a record of all capital equipment purchased under an IAC agreement. The sponsor, not IAC, always takes title. This inventory record begins with the list of any capital equipment purchases proposed in the project application. On IAC approval of the project, this listing is entered into the project agreement.

1. The sponsor's capital equipment records shall include:

   a) A description of the equipment.

   b) Manufacturer's serial number (model, stock, vehicle identification, or other unique number securely affixed to the equipment).

   c) Source of the equipment, including grant or other agreement number.

   d) Acquisition date and cost.

   e) Percentage of sponsor participation in the cost of the project or program for which the equipment was acquired as specified in the Project Agreement.

   f) Location, use and condition of the equipment and the date the information was reported.

   g) Ultimate disposition data, including date of disposal and sale price (including the method used to determine current fair market value when a sponsor compensates IAC for its share) if sold.

2. The sponsor shall conduct a physical inventory of equipment and reconcile the results with previous records at least once every two years. Any differences in this physical inspection and those shown in the accounting records shall be investigated by the sponsor to determine the cause(s) of the difference. In connection with the inventory, the sponsor shall verify the existence, current use, and continued need for the equipment.

3. The sponsor shall institute a control system to ensure adequate safeguards to prevent loss, damage, or theft of the equipment. Any loss, damage or theft shall be investigated and fully documented. The sponsor shall promptly notify IAC of any such occurrence.

4. The sponsor shall establish adequate maintenance procedures to keep the equipment in good condition.

5. When the sponsor disposes of the capital equipment (see below), procedures that provide for fair competition, to the extent practicable, and result in the highest possible return, shall be established.

EQUIPMENT LIQUIDATION

The sponsor shall use the capital equipment in the project or program for which it was acquired as long as needed, whether or not IAC support continues. After this time, the following shall apply:

1. *Sponsor wishes to retain the equipment.* When the sponsor no longer needs the equipment as provided above, it may be used for other activities as follows:

   a) Original cost of $200 or less: The sponsor may use the capital equipment for other activities without reimbursement to IAC, or sell the capital equipment and return the proceeds to IAC.

b) Original cost of more than $200: The sponsor may retain the capital equipment for other uses provided compensation is made to IAC. The amount of compensation shall be computed by applying the percentage of IAC participation in the cost of the original project, as specified in the project agreement, to the current fair market value of the equipment.

2. *Sponsor does not wish to retain the equipment.* If the sponsor has no need for equipment with further use value, the sponsor shall request disposition instructions from IAC.

If so instructed, the sponsor shall sell the equipment and reimburse IAC an amount computed by applying to the sales proceeds the percentage of IAC participation in the cost of the original project as recorded in the signed project agreement. The sponsor may retain from the IAC share an amount that accurately reflects any selling or handling expenses, so long as these expenses do not exceed $100 or ten percent of the sale amount, whichever is less.

SECTION 4 – PROJECT SELECTION

ORV PROJECT REVIEW & SELECTION PROCESS

IAC Project Staff. Each project is assigned an IAC staff member. A list of these managers and their geographical assignments in the state is available from IAC. The role of the project manager is to provide assistance with the application process. The managers usually make one or more visits to each project site, with the applicant, to discuss details of the project.

NOVA Advisory Committee. The NOVA Advisory Committee is composed of NHR users, ORV users, and agency professionals. These individuals assist IAC by providing program recommendations regarding the technical merits of proposals, policies, and procedures. It also sits as the evaluation team to rank grant requests. Membership is by appointment of IAC's Director.

Project Review Meeting. This meeting gives applicants an opportunity to describe their proposal to the NOVA Advisory Committee in advance of project evaluations. The Committee, in turn, provides opinions on both the strengths and weaknesses of the proposal. Applicants then have an opportunity to consult with IAC staff to determine what, if any, changes may be desirable to improve the project.

Project Evaluation. The purpose is to assess the merits of each project using the standard set of questions found in this section. Evaluation team members score each project after reviewing each applicant's evaluation packet, which includes the written response to the evaluation questions. Scores are then tallied to create an overall score for that project. All projects are ranked according to their scores and the resultant list becomes the basis for the IAC board's funding decision.

IAC Project Funding Meetings. IAC's board makes final project funding decisions in an open public meeting. Applicants and other interested persons are given the opportunity to testify.

The Evaluation Questions. The purpose of the following evaluation questions is to measure the:

- ‣ Need for the project
- ‣ Benefits of the project
- ‣ Technical merits of the project
- ‣ The degree to which the project meets the policies of the *2002 NOVA Plan.*

Nonhighway and Off-Road Vehicles Activity Program
Evaluation Criteria
Off-Road Vehicle Category

ORV grants provide quality opportunities for ORV recreationists – opportunities that satisfy user needs, are environmentally responsible, and minimize conflict between user groups.

Applicants must submit written responses to the following team-scored (1-7) evaluation criteria. See IAC NOVA Application Manual 5n for submission information.

NOVA – Off-Road Vehicle Criteria Summary					
Scored by:	#	Title	Type	Mult/Mx	NOVA Plan Policy
Team	1	Need	All	3/15	C-7, C-13
Team	2	Need satisfaction	All	3/15	C-13
Team	3a	Site suitability	A	2/10	C-14
Team	3b	Project design	D	2/10	C-1, C-6
Team	3c	Maintenance	M	2/10	C-5, C-10
Team	3d	Planning	N	2/10	C-10
Team	4	Stewardship	All	2/10	C-5, C-7, C-13
Team	5	Readiness to proceed	All	1/5	C-7
Team	6	Project support	All	2/10	A-1, C3, C-4
Team	7	Cost benefit	All	1/5	C-5, C-6
IAC staff	8	Matching shares	All	1/5	C-3, C-4
IAC staff	9	Population proximity	All	2	C-2
IAC staff	10	GMA preference	All	0	RCW 43.17.250
TOTAL POINTS POSSIBLE			77		

KEY:

IAC staff	=	Criteria scored by IAC staff
Team	=	Criteria scored by evaluation team
All	=	Includes Acquisition, Development, Maintenance, or Planning
A	=	Acquisition proposals
D	=	Development proposals
M	=	Maintenance proposals
N	=	Planning proposals (A&E, master plans, feasibility studies, etc.)
Mult/Mx	=	Multiplier and maximum points possible for this criterion
Policy	=	See IAC's *NOVA Plan* (2002)

NOVA ORV PROJECT SCORING CRITERIA

For each **Team Scored** question below (1-7), descriptive text and bullets are provided to help applicants and evaluators. A successful proposal need not address each consideration, nor is the list all-inclusive. *Respondents should elaborate only on points clearly relevant to their project.*

Team Scored–All applicants must respond.

1)   NEED. **What is the need for new, improved, or maintained ORV facilities?**
    ‣ State, Regional, Land Manager, or Community Needs
        ▷ Cite any publicly reviewed and adopted plan that supports the need for the project by name, location, or type of project.
        ▷ Describe why NOVA funds are critical to the completion of this project.
        ▷ Describe any significant environmental elements that will be addressed by this project.
        ▷ Describe the consequences of not funding this project.
    ‣ Inventory Issues
        ▷ Describe similar opportunities now available in the local area.
        ▷ Describe the need for new and/or improved facilities in the service area.
        ▷ Describe any threat that the property could be lost to public ORV use if it is not acquired.
        ▷ Describe any significant maintenance backlog.
        ▷ Describe the current physical condition of the facility.
    ‣ Use
        ▷ Describe how accessible (including to the disabled community) the finished project will be to intended users.
        ▷ Describe how heavily trails and support facilities in the area are used.
        ▷ Describe how heavily the finished project will be used.
        ▷ Describe any un-served or under-served user groups.
        ▷ Describe the extent to which this project will resolve any safety hazards.
        ▷ Will the land acquired be immediately available for ORV use? Explain.

Point Range 0 - 5

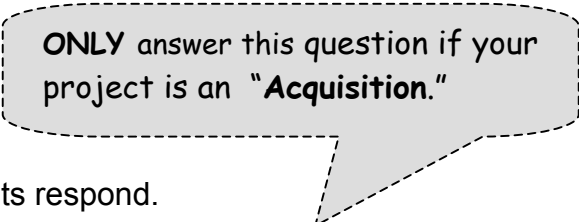Evaluators award a maximum of 5 points that are later multiplied by 3.

Team Scored–All applicants must respond.

2)   **Need Satisfaction. To what extent will the project satisfy the service area's needs identified in question 1, "Need"?**

‣   How does the project meet the applicant's stated goals and objectives?
‣   How does the project meet the needs identified within the service area?
‣   How will the project meet the needs of underserved user groups?
‣   How will the project correct identified environmental problems?
‣   How have intended users been included in the planning process *and* how has their feedback been addressed?

Point Range 0 – 5

Evaluators award a maximum of 5 points that are later multiplied by 3.

> **ONLY** answer this question if your project is an "**Acquisition**."

Team Scored–Only Acquisition applicants respond.

3a)   **Site Suitability. To what extent is the site to be acquired well suited for the intended ORV recreation?**

Describe the suitability of the site's physical features for the proposed uses. Generally, sites most compatible with the proposed uses will score higher. Consider such factors as:
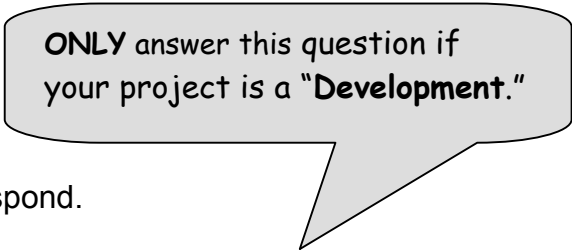
▸   Size
▸   Topography
▸   Soils
▸   Natural amenities
▸   Location.

Other considerations include:

▸   How is the proposed acquisition compatible with the adjacent land uses?
▸   Does this acquisition provide a buffer to the existing use area? Explain.
▸   Will the proposed acquisition add to the ORV use inventory? Explain.

Point Range 0 - 5

Evaluators award a maximum of 5 points that are later multiplied by 2.

> **ONLY** answer this question if your project is a "**Development**."

Team Scored–Only Development applicants respond.

3b)   Project Design. Is the proposal appropriately designed for intended uses and users?

- ‣ If the facility has a *Primary Management Objective* (PMO)[†], describe how the project design is compatible with the objective.
- ‣ Explain how the project uses *proven design criteria* including:
  - ▷ Barrier free and other user friendly elements.
  - ▷ Adequate spatial relationships, surfacing, width, and grades. (How tight are curves, are there switchbacks? How is multiple-use facilitated?)
  - ▷ (Trails) Were loop designs considered, do they lead to a primary destination?
- ‣ Explain how the design:
  - ▷ Protects and complements the environment.
  - ▷ Makes the best use of the site.
  - ▷ Minimizes the need for ongoing maintenance.
  - ▷ Satisfies users' desired level of difficulty.
  - ▷ (For existing trails) Retains the current level of difficulty and minimizes user displacement.

Point Range 0 - 5

Evaluators award a maximum of 5 points that are later multiplied by 2.

[†] *Primary Management Objective* (PMO) means the main type of use for which a facility is managed. PMOs are adopted by policy and communicated to users. For example, if an agency carries out a policy to specifically manage a facility for ATV users, and communicates this fact to users, the PMO is ATV. An ATV PMO does not necessarily mean that other uses are prohibited. A PMO provides all users with an understanding of the type of experience to expect.

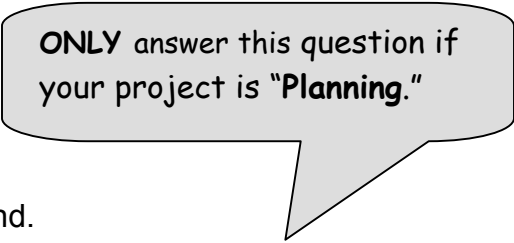ONLY answer this question if your project is "**Maintenance**."

Team Scored–Only Maintenance applicants respond.

3c) **Maintenance. To what degree will the project reduce maintenance backlogs *and/or* help a facility reach its intended life expectancy?**

‣ Describe the applicant's qualifications to complete this project in a quality and timely fashion.

‣ What is the applicant's experience with past maintenance projects?

‣ Are the project's maintenance goals and objectives appropriate? Explain.

‣ What safeguards does the applicant's maintenance program have to ensure the desired level of difficulty is retained?

‣ Will this maintenance project extend the service life of this facility? Explain.

‣ Is the project needed to ensure protection of an environmentally sensitive site? Explain.

Point Range 0 - 5

Evaluators award a maximum of 5 points, which are later multiplied by 2.

> **ONLY** answer this question if your project is "**Planning**."

Team Scored–Only Planning applicants respond.

3d) PLANNING. **To what extent will the proposed plan, study, or research help provide ORV opportunities?**

- ‣ Will this planning project benefit ORV recreation? Explain.
- ‣ Are the project's planning goals and objectives appropriate? Explain.
- ‣ Will this planning project directly result in a development proposal or will additional planning be required? Explain.
- ‣ What are the applicant's qualifications to complete this project? Discuss any experience with this type of planning project.
- ‣ Describe the qualifications and experience of the personnel (including consultants) to be directly involved.

Point Range 0 - 5

Evaluators award a maximum of 5 points, which are later multiplied by 2.

Team Scored–All applicants must respond.

4)   **STEWARDSHIP - ABILITY TO MAINTAIN. Does the applicant have an effective stewardship program to ensure any project resulting from this application will be adequately cared for?**

This question's goal is to determine if the applicant has considered the long range impact of the funding request, including available fiscal and other resources.

‣ Describe any existing or projected stewardship plan for the land/facility, including frequency of M&O (maintenance and operations) and dedicated resources.

‣ What is the source of the applicant's M&O funding: government budget process, user fees, grants, an endowment or other dedicated source, volunteers or "friends" groups, etc.?

‣ Discuss the long term viability *and* adequacy of the applicant's source(s) of M&O support, including equipment, funding, and personnel.

‣ What will be the long-term cost of maintenance? Over the next five years, for example, is it expected to be low, medium, or high? If possible, specify the average annual cost.

‣ Does the site location imply special problems? Will it be cost-effective over the long term? Explain.

‣ Describe the applicant's past M&O record for recreational land and facilities.

Point Range 0 – 5

Evaluators award a maximum of 5 points that are later multiplied by 2.

Team Scored–All applicants must respond.

5)   **READINESS TO PROCEED. Is the applicant prepared to begin the project?**

‣ Are needed permits, environmental clearances, signed agreements, equipment, volunteers, etc. in-place?

‣ Have any appeals been resolved? Explain.

‣ Has the landowner been contacted? Is the owner willing to sell?

‣ Does the applicant hold an option on the property? Describe.

‣ Are required appraisals and reviews completed? Describe.

‣ When will work on the project begin?

‣ When will work be completed and/or the facility be open to use?

‣ Does the applicant have adequate staffing to complete the project in a quality and timely fashion? Explain.

Point Range 0 - 5

Evaluators award a maximum of 5 points, which are later multiplied by 1.

Team Scored–All applicants must respond.

6)   **PROJECT SUPPORT**. **To what extent do users and the public support the proposed project?**

Support can be demonstrated in both financial and non-financial ways and varies depending upon the project type. In scoring this question, evaluators will consider the type of support that is most relevant to the project submitted.

Examples of user and public support/endorsement include:
- Positive letters and/or oral testimony at public meetings.
- Creation of/or support from "friends/user groups".
- Advisory board approval.
- Positive media coverage.
- Voter approved initiatives and bond issues.
- Donating labor to help complete the project.
- Donating the use of equipment.
- Donating money or materials.
- Donating land.

Point Range 0 - 5

Evaluators award a maximum of 5 points, which are later multiplied by 2.

Team Scored–All applicants must respond.

7)   **COST-BENEFIT. Do the project's benefits outweigh its costs?**

"Costs" may include fiscal outlays, unacceptable harm to the environment, and/or factors that cause unnecessary ill will from users, the general public, or others. "Benefits" are the gains for facility users, the environment, the general public, or others.

‣   What alternatives to the project were considered and why were they rejected in favor of the current proposal?

‣   Describe the recreation and non-recreational benefit(s) this project will provide, including health, community economic development, education, and stewardship.

‣   Describe the environmental cost - benefit of this project.

‣   Why should reviewers have confidence in the budget for this project? Explain.

‣   What is the cost per mile (trails) or other unit of measure (other projects)? Explain.

‣   Have all important budget elements been included? Explain.

<div align="right">Point Range 0 – 5</div>

Evaluators award a maximum of 5 points, which are later multiplied by 1.

SCORED BY IAC STAFF

8)   **MATCHING SHARES. What percentage of the total project cost is the applicant contributing?**
IAC staff will score all projects using the following percentages.

IAC staff will score this question based on information submitted with the application. No additional information is required.

a.   0 - 10 percent of project's value will be contributed by the applicant .... 0 points

b.   10.1 to 20 percent of project's value will be contributed by the applicant.......... 1 point

c.   20.1 to 30 percent of project's value will be contributed by the applicant .... 2 points

d.   30.1 to 40 percent of project's value will be contributed by the applicant......... 3 points

e.   40.1 to 50 percent of project's value will be contributed by the applicant......... 4 points

f.   Over 50 percent of project's value will be contributed by the applicant............ 5 points

IAC staff awards a maximum of 5 points, which is later multiplied by 1.

SCORED BY IAC STAFF

9)   **Population Proximity. Is the project site located:**

   ▸ **In a county with a population density of over 250 people / square mile *or***
   ▸ **Within 30 miles of a city with a population of 25,000 people or more?**

The 2002-2008 *NOVA Plan* directs IAC to encourage projects convenient to population centers. That policy is supported by the *State Trails Plan* (1991) and *Washington Outdoors: Assessment and Policy Plan* (1990).

a. Located in a county with a population density over 250 people
    per square mile *and/or* ....1 point

b. Located within 30 miles of a city with a population of 25,000 people ....1 point

IAC staff awards 1 point each for (a) and (b), for a maximum of 2 points.

SCORED BY IAC STAFF

10) **GMA Preference. Has the applicant**[†] **made progress toward meeting the requirements of the Growth Management Act (GMA)?**
RCW 43.17.250 (GMA-preference required.)

State law requires that:

(1) Whenever a state agency is considering awarding grants to finance public facilities, it shall consider whether the applicant has adopted a comprehensive plan and development regulations as required by RCW 36.70A.040 ("state law").

(2) When reviewing such requests, the state agency shall accord additional preference to applicants that have adopted the comprehensive plan and development regulations. An applicant is deemed to have satisfied the requirements for adopting a comprehensive plan and development regulations if it:

▸ Adopts or has adopted within the time periods specified in state law;

▸ Adopts or has adopted by the time it requests a grant or loan; or

▸ Demonstrates substantial progress toward adopting within the time periods specified in state law. An agency that is more than six months out of compliance with the time periods has not demonstrated substantial progress.

(3) A request from an applicant planning under state law shall be accorded no additional preference based on subsection (2) over a request from an applicant not planning under this state law.

This question is scored by IAC staff based on information obtained from the state Department of Community, Trade, and Economic Development, GMA Division. To qualify for the current grant cycle, the GMA comprehensive plan and development regulations must be completed by IAC's Technical Completion Deadline.

a. The applicant does *not* meet the requirements of RCW 43.17.250...(minus 1 point)
b. The applicant *meets* the requirements of RCW 43.17.250................0 points
c. The applicant is a nonprofit organization, state or federal agency..0 points

IAC staff subtracts a maximum of 1 point; there is no multiplier.

[†] County, city, town, and special district applicants only. This question does not apply to nonprofit organizations or state and federal agency applicants.